TELEWORK PROGRAM
2002

Background

- **Public Law 106-346, Section 359 - 23 OCT 00**
  - **executive agencies (DOD) establish telework policies**
  - **incremental implementation:**
    - **offer to 25% of eligible employees FY 02**
    - **additional 25% next 3 years**
- **TRADOC Working Group**
  - **DCSIM, DCSRM, EEO, SJA, Safety, CPD, telework supv**
- **DOD Telework Policy/Guide, 22 OCT 01**
- **DA Guidance, 4 DEC 01**
- **TRADOC Guidance 30 July 02**

Telework Policy

- **Telework Definition**
  - **Arrangement where employee performs official duties at alternative work-site (telecenter/home)**
- **Applies to AF (NAF local discretion)**
- **Types of Telework:**
  - **Regular & recurring (regularly scheduled at least 1 day per biweekly pay period)**
  - **Ad hoc (occasional, one-time, irregular)**
- **No additional resources provided to implement**

Telework Policy (cont.)

- **Criteria to Determine Eligibility**
  - **Position**
    - **Job content not title, type of appt, work schedule**
    - **Tasks measurable, evaluate quality of deliverable**
    - **Project oriented; thinking & writing; computer oriented**
    - **May not be suitable**
      - **Frequent/short-notice face to face interaction**
      - **Classified/controlled unclassified information**
      - **Access to technology unavailable**
      - **Work which must be performed at regular work site**
  - **Employee**
    - **Self starter; ability to function independently**
    - **Good organization skills**
    - **Successful performance/no pending disciplinary actions**

Telework Policy (cont.)

- **Information Technology**
  - **Commanders determine availability of government owned equipment**
  - **Employee owned equipment authorized for nonsensitive unclassified data**
  - **Classified material/data not allowed at alternative worksites**
  - **Government owned equipment required regular and recurring telework involving sensitive unclassified data**
  - **Installation DAA may authorize employee owned equipment for ad hoc telework involving sensitive unclassified data**
  - **Telework may not be approved if required information technology unavailable**

Implementation

- **Local supplemental guidance optional**
- **Local union negotiations must be completed prior to implementation**
- **Local identification of eligible employees (position & employee) for regular & recurring telework**
- **Offer minimum of 25% eligible employees opportunity to telework**